



Webb County
Risk Management Department

MEMORANDUM

DATE: October 11, 2016
TO: All Elected Officials, Department Heads and Employees
FROM: Alexandra Colessides, Sick Leave Pool Program Administrator
SUBJECT: Sick Leave Pool Annual Enrollment

It's that time of the year! The Risk Management Department will be taking applications for the 2016-2017 Sick Leave Pool Program.

Webb County employees interested in enrolling in the Sick Leave Pool Program for the 2016 - 2017 fiscal year may do so from **November 1, 2016** thru **November 30, 2016**.

The Sick Leave Pool can provide eligible employees with additional sick leave in times of catastrophic illness and is the only way that sick leave hours can be transferred from one county employee to another. **To be eligible to withdraw hours from the program, you must have contributed hours from both the present and the previous fiscal years.** All full time employees are eligible to participate in the program as long as they have the required minimum balance of 16 hours accrued **AFTER** the contribution is made. **Please note that the sick leave accrual for the month of November will not count towards the 16-hour balance since these hours cannot be used until December.** Contributions will become effective when all documents are completed, submitted, and verified by the specified deadline.

Requirements:

- All full-time employees must submit an application to contribute or decline participation
- A single yearly contribution must be no less than 8 hrs. nor more than 40 hrs. **(Sick Leave)**
- Maintain a minimum balance of 16 hrs. of Sick Leave throughout the month of November
- Submit a completed *SLP Application*
- Applications may be e-mailed or a hard copy must be submitted to Administrative Services no later than November 30th

It is the employee's responsibility to submit a completed application to Risk Management by November 30, 2016.

A copy of the Webb County Sick Leave Pool policy and application is available on the Web site, via e-mail, or at the Risk Management Department. Additional information regarding this program can be obtained by contacting Risk management at (956) 523-4143.